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UNOPA EXECUTIVE BOARD MEETING
January 6, 1993

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, January 6, 1993, at 3:30 p.m. in room 214 Plant Industry Bldg., East Campus.

ATTENDANCE:

Present:	Kathy Bennetch	Luise Berner
Louise De Novellis	Linda Gersib	Murd Holland
LaRita Lang	Sandy Lineberry	Pam Mahler
Linda Pence	Michelle Sieber	Rosemary Sieck
Anna Simmons	Ronda Vietz	Carla Werner
Lola Young	Rhonda Zugmier	
Absent:	Ruth Bohmont	Sherry Warren

CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:40 p.m.

APPROVAL OF MINUTES:

The minutes of the December 2, 1992, Executive Board meeting were approved as printed.

ANNOUNCEMENTS:

Sylvana Airan from Pakistan will speak at the President's Brown Bag luncheon at the East Campus Union on January 19, 1993, and on City Campus on January 21, 1993.

TREASURER'S REPORT:

Murd Holland reported December 1, 1992,	
Balance	\$2,782.72
Income	\$1,993.33
Expenses	\$ 259.11
Ending Balance December 31, 1992	\$4,516.94

STANDING COMMITTEE REPORTS:

AWARDS: Rhonda Zugmier reported a flyer for the Floyd S. Oldt Silver Pen Awards will be sent to all office/service personnel. A mailing has already been sent to Deans and Directors. The deadline to return forms to Rhonda is January 25, 1993. Flyers for the Floyd S. Oldt Outstanding Staff Award will be sent to all office/service personnel on January 26, 1993.

CORRESPONDING SECRETARY: LaRita Lang reported eight people are planning to attend the Central Area Professional Development Day in Springfield, Illinois, February 6, 1993. They are: Jeanne Andelt, Sandy Lineberry, Linda Pence, Kathy Bennetch, Michelle Sieber, Joyce Peters, Sandy Watmore, and Maggie Kahler.

EMPLOYEE CONCERNS: Anna Simmons reported she met with Agnes Adams, George Rader, and others concerning employee benefits. The committee feels several things should be sent back to the U-Wide Fringe Benefits Committee in regard to the new Family Leave Policy.

Anna announced there is a film available about companies which are self insured. The University of Nebraska is a self insured company. Mutual of Omaha is not the insurer as many employees think, but rather a distributor of funds. This film should be viewed with the possibility of having a workshop regarding employees right to know about the self insurance plan.

The Sue Tidball Award will be presented on March 14, 1993.

Anna presented Linda Arnold's report from the Parking Advisory Committee. Linda's report indicates the need for putting together a Parking & Circulation Handbook. The committee is looking for items that need to be addressed. The committee is discussing how to make the campus "visitor friendly" in terms of visitor parking, a visitor center, identifying a main entrance to City Campus and East Campus. Ideas should be sent to Linda Arnold.

President Bennetch will contact Diane Cihal regarding the Rape Awareness Committee and Tammy Aufenkamp about the Parking Appeals Committee for their reports.

Patti Lutter and the Campus Police Committee have been working on ways to make the campus a safer place. The committee's main concerns have been the Candace Harms disappearance and the McElroy shooting incident in Avery Hall.

Joey Kramer's committee has been working for human rights on campus and rape prevention. The Health Center currently has a no fees, no questions asked policy for rape victims. The committee is trying to get the guidelines organized to help everyone on campus.

Sandy Lineberry moved to accept the resignation, with regret, of Pam Mahler, as the Employee Concerns Co-director. Seconded by Rosemary Sieck. **Motion carried.** Pam and her family are moving to Mason City, Iowa.

Three UNOPA members offered their names to be considered for the Employee Concerns Co-director position. The three members are Maggie Kahler, English department; Carol Bom, Custodial Services; and Jeanette Fisher, Human Resources.

Sandy Lineberry moved Jeanette Fisher be appointed the Employee Concerns Co-director. Her rationale for the motion was Jeanette's experience and proven track record. Seconded by Lola Young. **Motion carried.**

FOUNDATION: Sandy Lineberry reported February 1, 1993, is the deadline to submit applications for reimbursement for last semester. She currently has two applications for reimbursement. Up to five reimbursements will be given.

HOSPITALITY: Linda Gersib has received 86 reservations for the January General Meeting. Linda announced her husband has accepted a job in Olympia, Washington, and they will be moving in the near future. In the event Linda leaves the University, Carla Werner has offered to print the reservation forms for the remaining luncheons.

MEMBERSHIP: Rosemary Sieck reported one new active member and one new associate member giving us 272 members to date.

NOMINATING: Luise Berner reported job descriptions are finished and have been sent to each board member. Her committee will begin the search for candidates for the 1993-94 year.

PROFESSIONAL GROWTH: Lola Young reported the flyers and posters announcing the spring workshop are almost finished. Lola has ordered the plaques for the two PSP recipients, Betty James and Linda Gersib. She plans to award the plaques at the January general meeting.

PROGRAM: Michelle Sieber received a "thank you" from Rock 'N Roll Runza. She will fill out the questionnaire and return it with our comments about the facility used for the December luncheon. It is possible we will be able to use the room again next year and buy our lunches downstairs rather than have the luncheon catered. Michelle and her committee will meet to discuss alternatives to the luncheons we have each month. The committee will review our options and report back to the board with their considerations.

PUBLICITY: Carla Werner reported plans to continue announcements in the Scarlet.

UNOPA NOTES: The deadline for *UNOPA NOTES* is January 18, 1993. Louise asked us to call her if we are sending her a FAX. She shares the FAX machine with other offices and is not always aware one has been sent.

WAYS & MEANS: In Sherry Warren's absence, President Bennetch reported the cookbooks arrived on December 23, 1992. Sherry and her committee will sack up the cookbooks, label them, and have them ready to distribute at the January general meeting. There will be additional cookbooks for sale at the meeting.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

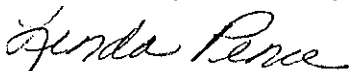
President Bennetch has received information from the National Association regarding two satellite workshops. The Professional Growth Committee might want to consider this as an option for a fall or spring workshop next year. Copies of the information will be forwarded to Lola Young.

Martha Mettscher from Great Bend, Kansas, has been elected NAEOP President-elect for the 1993-94 year.

ADJOURNMENT:

The meeting was adjourned at 4:40 p.m.

Respectfully submitted,



Linda Pence

Recording Secretary

UNOPA EXECUTIVE BOARD MEETING
February 3, 1993

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, February 3, 1993, at 3:30 p.m. in the Reunion on City Campus.

ATTENDANCE:

Present:	Kathy Bennetch	Luise Berner
Ruth Bohmont	Jeanette Fisher	LaRita Lang
Sandy Lineberry	Linda Pence	Michelle Sieber
Rosemary Sieck	Ronda Vietz	Sherry Warren
Carla Werner	Lola Young	Rhonda Zugmier
Absent:	Murd Holland	Anna Simmons

CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:30 p.m.

APPROVAL OF MINUTES:

The minutes of the January 6, 1993, Executive Board meeting were approved as printed.

ANNOUNCEMENTS:

At the Dean/Directors' Meeting, Vi Schroeder, Publications, is heading a task force to study a possible merger of major publications, printing services, and printing facilities.

The next President's Brown Bagger is February 23 on East Campus and February 24 on City Campus. Shawn Bordeaux, American Indian and UNITE President will be our speaker. Liz Carranza-Rodriguez will present our April President's Brown Bagger. April 22 and 23 are the dates, but sites have not been confirmed.

The Lincoln-Lancaster Commission on the Status of Women is holding a dinner on Saturday, March 6, 1993, at 6p.m. The cost is \$15 per person and the theme is "Women Who Dare."

CORRESPONDENCE:

President Bennetch received a letter from Bruce Currin regarding the Service Awards on February 9, 1993, at the City Union. Jeanette Fisher and LaRita Lang will cover the event.

Bruce Currin, Human Resources, has asked the UNOPA Board to submit three names for a Child Care Task Force. Bruce will select one person from our recommendations to serve the three year appointment. The task force will meet once a month. Recommendations should be sent to Kathy Bennetch.

TREASURER'S REPORT:	Beginning Balance:	January 1, 1993,	\$4,516.94
	Income:		\$ 439.25
	Expenses:		\$2,305.68
	Ending Balance:	January 31, 1993,	\$2,631.78

Concerns were raised regarding the cost of checking services at Norwest Bank. Murd would like to start checking into other banks for cheaper services. In the future, the cost of services for insufficient fund checks will be billed to the person who wrote the insufficient fund check.

STANDING COMMITTEE REPORTS:

AWARDS: Rhonda Zugmier reported the Floyd S. Oldt Outstanding Service Award has been increased from \$800 to \$1000 (per phone call from Bruce Currin). This will keep our award in line with the same award presented by UAAD. Nomination forms are due to Rhonda by February 19, 1993. There are 15 nominations for the Silver Pen Awards.

CORRESPONDING SECRETARY: LaRita Lang sent cards to: Peggy Warner--her brother is in the hospital awaiting a heart transplant; and to Jacque Virts whose husband recently had heart surgery. He is home and doing better.

The van will leave promptly at 7:00 a.m., on Friday, February 5, 1993, for Springfield, IL. LaRita will ask Maggie Kahler to write a report on the trip.

By the end of February, LaRita will send letters to the Past Presidents regarding the April Awards Luncheon.

EMPLOYEE CONCERNS: Members of the Elected Board, Ruth Bohmont, Ronda Vietz, Anna Simmons and Jeanette Fisher, met with Dr. Goebel regarding Employee Concerns and Salary Issues on Friday, January 29, 1993. Jeanette Fisher was asked to address the issues discussed at the breakfast.

Discussion was held on the Employee Concerns responsibilities to UNOPA.

At the Chancellor's Commission on the Status of Women meeting, a proposal was made to not put a cap on sick leave being used for the family. The five day limit should be changed to include any sick leave a person has accumulated. President Bennetch would like to see the UNOPA Employee Concerns Committee interact with UAAD and CCSW.

Sherry Warren was asked to handle the Employee Assistance Program Emergency Fund at the General Meetings.

FOUNDATION: Sandy Lineberry has received six applications for reimbursement. There is one application not eligible this semester. Lola Young moved, when fewer individuals apply for foundation funds than there are funds allotted, the reimbursement funds be available to Foundation Committee members upon approval by the UNOPA Board. Seconded by Rosemary Sieck. Motion carried. Sherry Warren moved to accept reimbursement applications for Sandy Lineberry and Sheila Perry because we did not exceed the reimbursement allotment allowed this semester. Seconded by LaRita Lang. Motion carried. The other three people who submitted application forms are: Michele Strickler, Charlotte McAvoy, and Joey Kramer.

HOSPITALITY: Luise Berner moved to accept the resignation of Linda Gersib as Hospitality Director, effective February 9, 1993. Seconded Sherry Warren. Motion carried. Luise Berner moved to appoint Sandy Watmore as the new Hospitality Director for the remainder of the year. Seconded by Lola Young. Motion carried.

MEMBERSHIP: Rosemary Sieck reported we have 275 members to date.

NOMINATING: Luise Berner has not received a nomination for President-elect.

PROFESSIONAL GROWTH: Lola Young moved to make Jackie Fuller an honorary member of UNOPA for presenting our spring workshop. Seconded by Sandy Lineberry. Motion carried

PROGRAM: Michelle Sieber has met with her committee members and a recommendation was made to eliminate catered lunches altogether. After considerable discussion by the Executive Board, a

recommendation was made to serve lunch at the three major events next year. Those events are the Bosses' Luncheon, the Past Presidents' Luncheon, and the Installation of Officers Luncheon. The high cost of lunches is a major concern for everyone. Michelle and her committee will solicit suggestions from all UNOPA members.

Dora Dill has expressed an interest in chairing the Summer Social.

SALARY ISSUES: Ruth Bohmont discussed the upcoming budget. Sandy Lineberry moved to send an opinion poll to all office/service personnel at UNL asking for their opinion on the upcoming budget. Seconded by Ronda Vietz. Motion carried.

UNOPA NOTES: The deadline for *UNOPA NOTES* is February 12, 1993. This issue will be sent to NAEOP for competition.

WAYS & MEANS: Ways and Means have sold 263 cookbooks. Sherry was asked to provide the Executive Board with an expense versus profit sheet on the cookbook sales. Sherry will send a flyer to the *Scarlet* offering cookbooks for sale. The Ways and Means Committee is planning a raffle this spring.

UNFINISHED BUSINESS: None.

NEW BUSINESS: President Bennetch would like to establish guidelines for creating a History Task Force. The task force will consist of Sandy Lineberry, Linda Pence, Luise Berner, Michelle Sieber, Niki Smith and Kathy Bennetch. The task force will be responsible for going through the archives and keeping only the records we need and making a list of our history like NAEOP has.

ADJOURNMENT:

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,



Linda Pence, Recording Secretary

UNOPA EXECUTIVE BOARD MEETING
March 3, 1993

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, March 3, 1993, at 3:30 p.m. in the Forestry Conference Room-Plant Industry Bldg. on East Campus.

ATTENDANCE:

Present:	Kathy Bennetch	Ruth Bohmont
Louise De Novellis	Jeanette Fisher	Murd Holland
LaRita Lang	Sandy Lineberry	Linda Pence
Michelle Sieber	Rosemary Sieck	Anna Simmons
Ronda Vietz	Sandy Watmore	
Absent:	Luise Berner	Sherry Warren
Carla Werner	Lola Young	Rhonda Zugmier

CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:40 p.m.

APPROVAL OF MINUTES:

The minutes of the February 3, 1993, Executive Board meeting were approved as printed.

COMMUNICATIONS:

President Bennetch received a letter from Shelly Everett expressing her concerns regarding the Floyd S. Oldt Awards. President Bennetch responded personally.

Linda Cooper, President of UNO EOPA, sent President Bennetch materials about their association. Kathy would like to see more networking between UNOPA and UNO EOPA.

Jackie Fuller, NAEOP President-elect, sent a letter thanking us for the honorary membership in UNOPA. She noted her pleasure at being asked to speak for us in February and hopes to return in the future.

President Bennetch received a phone call from Bruce Currin, Human Resources, asking for a meeting with Faye Moulton, Human Resources; Ronald Ross, Affirmative Action & Cultural Diversity; Michelle Sieber, President-elect; Anna Simmons, Director Employee Concerns; and President Bennetch. The meeting will be held on March 16, 1993.

ANNOUNCEMENTS:

March 6, 1993, is the date of Ruth Thone's workshop, "Empowering Ourselves As We Age," and will be held at the Nebraska Center for Continuing Education at a cost of \$50.

The February President's Brown Bagger with Shawn Bordeaux was a success. There were many non-UNOPA members in attendance.

The next President's Brown Bagger is April 22 and 23. Liz Carranza-Rodriguez, Multi-Cultural Affairs, will be our speaker.

Saturday evening, March 6, 1993, is the Lincoln-Lancaster Commission on the Status of Women, "Women Who Dare", presentation at the City Union.

TREASURER'S REPORT:	Beginning Balance:	February 1, 1993,	\$2,613.78
	Income:		\$1,608.77
	Expenses:		\$ 258.57
	Ending Balance:	February 28, 1993,	\$3,981.98

Linda Pence moved to accept the Treasurer's Report as given. Seconded by LaRita Lang. Motion carried.

STANDING COMMITTEE REPORTS:

AWARDS: President Bennetch reported she has met with Rhonda Zugmier and LaRita Lang regarding the awards presentation in April. LaRita will do the program.

CORRESPONDING SECRETARY: LaRita Lang sent a card to Pat Staley whose mother passed away. LaRita reported letters inviting Past Presidents to the April Awards Luncheon will be sent out on Monday. She will have an article in *UNOPA NOTES* about the NEOPA spring meeting.

EMPLOYEE CONCERNS: Members of the Executive Board and Employee Concerns Committee met with UAAD members, Pam Murray and Mike Carlson, on Thursday, February 25, 1993. UAAD discussed the new "Evaluation" procedure for evaluating supervisors and department heads. UAAD has asked UNOPA for their help in getting some questions answered. Linda Pence moved to work with UAAD on the evaluation of supervisors process. Seconded by Sandy Lineberry. Motion defeated. It is the feeling of the Executive Board that, while there are questions to be answered regarding the evaluation of supervisors process (who will see the evaluation, who will compile the information, and what emphasis will be given to the evaluation), it is too early in the process to press for a directive from Human Resources and the Chancellor's office.

UAAD also asked for UNOPA's input on the sick leave question with regard to the number of days a person may be gone on sick leave for a family member when the UNL employee is required to be present for the family member who is ill. Ruth Bohmont moved UNOPA work with UAAD to define and improve the current statement of sick leave policy regarding family members. Seconded by Sandy Lineberry. Motion carried.

Jeanette Fisher presented a copy of a statement to be brought to the general membership in March regarding the Employee Tuition Remission Policy. Sandy Lineberry moved the Tuition Remission proposal be taken to the UNOPA general membership at the March 9, 1993, meeting for their approval or rejection. Seconded by Linda Pence. Motion carried.

Anna Simmons moved to bring a constitution change to the Executive Board for review as printed. Seconded by Sandy Lineberry. Motion denied.

The Employee Concerns Committee (UNOPA) is submitting to the Executive Board this change in the UNOPA By-Laws as follows:

Article V - Committee

Section 2--The Employee Concerns Committee (comprised of all sub-committee chairs) shall be responsible for policy statements and report to the membership on results, comments or actions taken on issues. The Employee Concerns Committee shall make policy statements for the Association. Any major policy statement must be "reviewed" before the Executive Board and decided upon by a majority membership vote at a general meeting.

Suggested to read:

Article V - Committee

Section 2--The Employee Concerns Committee (comprised of all sub-committee chairs) shall be responsible for policy statements and report to the membership on results, comments or actions taken on issues. All policy statements for the Association shall be made by majority consensus of the Employee Concerns Committee. The Elected officers and membership at large will be notified of any major policy statements in a timely manner.

Reason for Change:

When concerns are directed to the Executive Board and decided upon by a majority membership vote at a general meeting, the Employee Concerns Committee does not have ample time to respond to the needs of the organization in a timely fashion. The Employee Concerns Committee should have the responsibility for the issues presented to the group as a whole. This change was the consensus of the Employee Concerns committee present at the February 10, 1993, meeting.

This recommendation for a change in the Constitution was sent back to the Employee Concerns Committee for a rewrite to include the Executive Board as part of the consensus vote.

A letter from Linda Arnold was presented regarding the Parking Advisory Committee. All members of the Executive Board were urged to read the information carefully and ask for input from other employees in their departments and make their suggestions known to Linda Arnold.

President Bennetch talked with John Marker from the Custodial Division and will be attending their staff meetings the end of March.

Anna Simmons, Jeanette Fisher, and Kathy Bennetch will be working on a job description package (like UAAD has done) which will identify each committee chair and outline their job duties.

FOUNDATION: Sandy Lineberry reported (5) UNOPA members have been approved by the Foundations Committee for reimbursement: Joey Kramer - \$49.20; Charlotte McAvoy - \$50.00; Michelle R. Strickler - \$50.00. The remaining (2) recipients are Foundation members whose requests were approved by a vote of the UNOPA Executive Board, February 3, 1993: Sandy Lineberry - \$46.33; and Sheila Perry - \$50.00. Theodora Walker's request was not approved due to having received a stipend in June, 1992. The rules state "to allow maximum sharing in the benefits of this fund, stipends will not be granted to the same individual in two consecutive years." The paperwork has been processed with the Foundation and congratulations-approval letters have been written to the applicants. Checks should arrive within the month and will be sent to the applicants at that time. Sandy reported all reimbursement requests were related to taking classes at UNL. The committee has approved (5) \$50 stipends for the period ending June 1.

HOSPITALITY: Sandy Watmore reported 95 reservations for the March 9, 1993, General Meeting.

MEMBERSHIP: Rosemary Sieck reported 11 newly hired employees have been sent letters about UNOPA.

NOMINATING: Sandy Lineberry moved to accept the slate of candidates, presented in a memo from Luise Berner, for the 1993-94 year. Seconded by Sandy Watmore. **Motion carried.**

PROFESSIONAL GROWTH: Lola Young, by written motion, moved the \$654.81, profit from the February 12, 1993, Winter UNOPA Workshop, be transferred from the UNOPA General Fund to UNOPA's Foundation Fund. Seconded by Michelle Sieber. **Motion carried.**

Lola Young, by written motion, moved after the April 30, 1993, Spring UNOPA Workshop, an honorarium of \$150 be paid to Dr. Lyn Jakobsen for being our presenter. Seconded by Ruth Bohmont. **Motion defeated.** It is the feeling of the Executive Board that by paying Dr. Lyn Jakobsen for being our presenter we would be setting a precedent. In the past we have not paid for our speakers from campus. Sandy Lineberry moved the April 30, 1993, workshop be a non-fee workshop for UNOPA members with a \$5 nominal fee for non-members. Seconded by Jeanette Fisher. **Motion carried.**

Rationale: It is the feeling of the Executive Board that UNOPA members already pay their annual dues and the cost of one workshop. They should get a workshop during the year at no charge.

UNOPA NOTES: The deadline for *UNOPA NOTES* is March 15, 1993. The February issue will be sent to NAEOP for competition.

WAYS & MEANS: Ways and Means have 146 cookbooks to sell per Sherry Warren's written report. Her committee is still working on a raffle for spring.

UNFINISHED BUSINESS:

Michelle Sieber was confirmed as our representative to the National Advisory Council at the NAEOP Conference and Institute in July, 1993.

NEW BUSINESS:

Michelle Sieber moved the UNOPA membership provide refreshments for Sandy Lineberry's installation as NEOPA State President on Saturday, May 22, 1993, at the NEOPA Spring Conference. Seconded by Ruth Bohmont. Motion carried.

Rationale: Sandy will be representing UNOPA as well as the State Association. It is the feeling of the Executive Board that we should take the cost of the refreshments for Sandy's installation out of the UNOPA General Fund.

ADJOURNMENT:

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Linda Pence".

Linda Pence, Recording Secretary

UNOPA EXECUTIVE BOARD MEETING

April 7, 1993

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, April 7, 1993, at 3:30 p.m. at the Reunion on City Campus.

ATTENDANCE:

Present:	Kathy Bennetch Jeanette Fisher Sandy Lineberry Rosemary Sieck Sandy Watmore	Luise Berner Murd Holland Linda Pence Ronda Vietz Lola Young	Ruth Bohmont LaRita Lang Michelle Sieber Sherry Warren Rhonda Zugmier
Absent:	Louise De Novellis	Anna Simmons	Carla Werner
Guest:	Nancy Myers		

CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:40 p.m.

APPROVAL OF MINUTES:

The minutes of the March 3, 1993, Executive Board meeting were approved adding the slate of candidates for 1993-94: President-elect: Niki Smith and Rhonda Zugmier. Treasurer: Maggie Kahler, Rosemary Sieck, Roddy Spangler, and Nell Stotz. Recording Secretary: LaRita Lang and Nelvie Lienemann. Corresponding Secretary: Carla Werner, Shirley Horstman, and Susan Ray.

COMMUNICATIONS:

President Bennetch received notification from Bruce Currin stating Laura Rife, Affirmative Action & Cultural Diversity, had been selected as our Child Care Task Force representative.

President Bennetch received a letter from Clarice Orr of the RUN Program asking UNOPA to help support or cosponsor a workshop. Lola Young moved UNOPA advertise the upcoming RUN Workshop at the April General Meeting and in the April issue of *UNOPA NOTES*. Seconded by Rhonda Zugmier. Motion carried. Ruth Bohmont moved UNOPA donate \$25 toward the cost of the RUN Program Workshop. Seconded by Sherry Warren. Motion carried.

John Benson sent President Bennetch a copy of the Academic Planning-Procedures to be invoked for Significant Budget Reallocations and Reductions.

Dave Temple, Student Ombudsperson, sent a memo regarding the C-VIS Service. It is a free service for University information, and he urges the use of C-VIS for advertising UNL services and upcoming deadlines.

The NAEOP Affiliate Newsletter Packet #3 has arrived and the PSP information was given to Lola Young. The additional information about the NAEOP Conference and Institute was given to Michelle Sieber who will be the delegate to the Advisory Council.

ANNOUNCEMENTS:

The President's Brown Bagger will be held April 22 and 23. Liz Carranza-Rodriguez, Multicultural Affairs, will be the presenter.

President Bennetch will be attending Custodial Meetings on April 29 and 30.

President Bennetch met with Jim Gallagher and Ron Fuller from Parking Services. They acknowledged our concerns regarding parking and ask we take a pro-active approach when individuals have problems with parking.

Annual UNOPA reports are due to President Bennetch by May 21, 1993.

TREASURER'S REPORT:	Beginning Balance: March 1, 1993,	\$3,981.98
	Income:	\$405.59
	Expenses:	\$225.46
	Ending Balance: March 31, 1993,	\$4,162.11

Linda Pence moved to accept the Treasurer's Report as given. Seconded by LaRita Lang. Motion carried.

STANDING COMMITTEE REPORTS:

AWARDS: Rhonda Zugmier announced the Floyd S. Oldt Silver Pen Award winners are Jo Van Patten and Claudia Price-Decker. The Floyd S. Oldt Outstanding Staff Award winner is Sharon Beebe, and the Rose Frolik Award winner had not yet been notified so her name was not made public. Rhonda suggested UNOPA establish an Ad Hoc Committee to reestablish guidelines for all awards; set up a time frame for the Floyd S. Oldt awards; and determine when nomination forms will be sent and a list of which nomination forms are to be sent to a select group of people. Rhonda believes all procedures should be in writing.

CORRESPONDING SECRETARY: LaRita Lang reported 15 past presidents and 1 retiree will attend the April Past-Presidents' and Awards Luncheon. Information on the upcoming NEOPA and NAEOP events will be in the April issue of *UNOPA NOTES*.

EMPLOYEE CONCERNS: President Bennetch received a FAX from Pam Murray, UAAD Employee Concerns Director, regarding a change in the definition of a full-time employee. The change in definition would give all .75 FTE employees benefits at the same rate as full-time employees. Their rationale was more employees would be willing to work fewer hours if they received full benefits. The employees who moved from full-time status to .75 FTE would be reducing their departmental budgets by working fewer hours, but would still be given vacation, sick leave, and insurance at the higher full-time rate. Rhonda Zugmier moved UNOPA support UAAD's proposal to change the definition of a UNL full-time employee. Seconded by Sandy Lineberry. Motion defeated.

Rationale: It is the consensus of the UNOPA Executive Board a minority of UNL employees would receive a higher percentage of benefits than those actually working full-time, and the proposal does not state who would decide if an employee could choose to change to .75 FTE or if the department would dictate a change in the employee's status.

President Bennetch, Anna Simmons, and Michelle Sieber met with Bruce Currin and Faye Moulton. They outlined the same agenda as used when the Executive Board met with Dr. Goebel. Human Resources wants to continue to meet with the Employee Concerns Director, UNOPA to share concerns and common goals.

Shirley Horstman will meet with UAAD regarding Sick Leave for Family Members on April 16, 1993.

DaLene Wiess took the proposal for Tuition Remission to the U-Wide Fringe Benefits Committee. The proposal was given favorable response, however, was returned to the Employee Concerns Committee for a clarification in wording.

DaLene Wiess met with Bruce Currin to work on an employee handout regarding the Employees Right to Know information. The Human Resources department is trying to change their image and encourages employees to seek help from Human Resources when they have problems in their departments.

The Employee Concerns Committee has asked for a change in the wording of the Constitution By-Laws, Article V, Committee, Section 2 which reads:

Article V - Committee

Section 2--The Employee Concerns Committee (comprised of all sub-committee chairs) shall be responsible for policy statements and report to the membership on results, comments, or actions taken on issues. The Employee Concerns Committee shall make policy statements for the Association. Any major policy statement must be "reviewed" before the Executive Board and decided upon by a majority membership vote at a general meeting.

Jeanette Fisher, Co-director Employee Concerns, moved to approve the change in the UNOPA By-Laws as written below. Seconded by Sherry Warren.

Article V - Committee

Section 2--The Employee Concerns Committee shall be responsible for policy statements and report to the membership on results, comments, or actions taken on issues. Any major policy statements must be "reviewed" before the Executive Board.

Reason for change:

1. The Employee Concerns Committee should not only be comprised of just sub-committee chairs. This opportunity should be justified to any UNOPA member who has the intent of involvement within the Employee Concerns Committee (when needed). 2. The second sentence is a duplicate of the first. 3. When concerns are directed to the Executive Board and decided upon by a majority membership vote at a general meeting, the Employee Concerns Committee does not have ample time to respond to the needs of the organization. The Employee Concerns Committee should have the responsibility for the issues presented to the group as a whole. This change was the consensus of the Employee Concerns committee present at the March 29, 1993, meeting.

Sandy Lineberry moved to amend the last sentence of Article V, Section 2- Committee change to read: Any major policy statements must be approved by the Executive Board. Seconded by Ronda Vietz. Motion carried.

The original motion was approved as amended by majority vote of the Executive Board.

FOUNDATION: Sandy Lineberry reported she has received a check for the profits from the Professional Growth Fall Workshop to be deposited in the foundation account.

HOSPITALITY: Sandy Watmore reported Helen Unger donated a check to the treasury equal to the cost of her lunch for the April meeting.

MEMBERSHIP: Rosemary Sieck reported 278 members.

NOMINATING: The newly elected officers for the 1993-94 year are: President-elect, Rhonda Zugmierz; Treasurer, Rosemary Sieck; Recording Secretary, LaRita Lang; and Corresponding Secretary, Shirley Horstman. Election results will be formally announced to the general membership at the April General Meeting. Luise Berner moved to destroy the ballots two weeks from today, which would be April 21, 1993. Seconded by Lola Young. Motion carried.

PROFESSIONAL GROWTH: Lola Young reported flyers have gone out for the April 30 workshop.

UNOPA NOTES: The deadline for *UNOPA NOTES* is April 16, 1993.

WAYS & MEANS: Sherry Warren reported the raffle is under way and each UNOPA member will be receiving 10 tickets to sell.

UNFINISHED BUSINESS:

Nancy Myers, Director Employee Assistance Program, explained the UNOPA Emergency Loan Fund (ELF). Nancy reported the program would be set up much like the programs at the University of Maine and Johns Hopkins. The fund will need approximately \$6,000 before loans will be given. Employees could be loaned, interest free, up to \$750 dollars (the loan would be paid back thru payroll deduction) for such emergencies as co-payment for surgery, psychological or substance abuse treatment, burial expenses for the death of a spouse or a child, airfare to a parents funeral, lawyer retainer fee (for divorce or other civil legal problems), emergency furnace replacement, overdue rent, car repairs, utilities, and other personal crises as defined by the ELF committee. Employees could access the ELF only after other means are exhausted such as savings accounts, credit cards, and loan eligibility. Nancy indicated an Ad Hoc Committee will be established to work on procedure guidelines. An advisory group would make decisions on who gets the funds based on the application, proof of need, and documents stating a loan could not be obtained elsewhere. At least three people from the advisory group would have to make the decision solely on the information provided with name deleted. We will need to make this information available to the UNL general public.

Nancy sent a letter to Chancellor Spanier outlining the program and the steps taken to set up this ELF Foundation Account. Chancellor Spanier responded by donating \$1,000 (his personal check) as seed money to help get the fund going. UNOPA will continue to work to get tax deductible donations made to ELF.

The Archives Committee is in the planning stage and gathering ideas on what documents should be retained permanently and short term.

NEW BUSINESS:

President Bennetch received a request from Connie Gebhardt for a faculty member (Rod Cantarero) to use the Salary Survey UNOPA did for his research methods class C & R Plan 840. Permission to use the information was granted by Bruce Currin, Human Resources, and Lorraine Moon, Salary Issues. Sherry Warren moved to give the information from the Salary Survey to Rod Cantarero for use in his C & R Plan 840 class. Seconded by Michelle Sieber. Motion carried.

ADJOURNMENT:

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Linda Pence".

Linda Pence, Recording Secretary

UNOPA EXECUTIVE BOARD MEETING MINUTES

May 5, 1993

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, May 5, 1993, in the Forestry Conference Room, East Campus.

ATTENDANCE:

Present:

Kathy Bennetch
Louise De Novellis
LaRita Lang
Michelle Sieber
Ronda Vietz
Lola Young

Luise Berner
Jeanette Fisher
Sandy Lineberry
Rosemary Sieck
Sandy Watmore

Ruth Bohmont
Murd Holland
Linda Pence
Anna Simmons
Carla Werner

Absent:

Sherry Warren

Rhonda Zugmier

CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:40 p.m.

APPROVAL OF MINUTES:

The minutes of the April 7, 1993, Executive Board Meeting were approved as printed.

CORRESPONDENCE:

President Bennetch received "thank you" notes from Kay Hartmann and Doris Lesoing about the Past Presidents and Awards Presentation Luncheon. Claudia Price-Decker sent a "thank you" and her appreciation on receiving the Floyd S. Oldt Silver Pen Award. Clarice Orr sent a "thank you" from the RUN Program for our donation to their workshop.

ANNOUNCEMENTS:

President Bennetch announced Annual Reports are due on May 21, 1993.

The Chancellor's office has agreed to provide \$100 to each of the seven UNOPA members attending the NAEOP Annual Conference and Institute in Tucson, AZ.

Kathy Bennetch and Michelle Sieber attended the May 5th Deans and Directors Meeting. Nancy Myers, Employee Assistance Program, outlined the Emergency Loan Fund (ELF).

Agenda items discussed at the meeting included: the revised smoking policy; a new wellness program; several health related issues; referrals for in home day care; and voice mail messages. The Chancellor voiced his displeasure of "canned" voice mail messages. Chancellor Spanier prefers we answer questions ourselves rather than transfer callers several times. He urged all employees to be more personable.

NEOPA Past President Joyce Graybill was chosen the National Educational Office Professional of the Year. She will be honored at the NAEOP Conference in Tucson.

TREASURER'S REPORT:

Beginning balance April 1, 1993:	\$4,162.11
Income	456.72
Expenses	2,054.88
Ending balance, April 31, 1993:	\$2,563.95

STANDING COMMITTEE REPORTS:

CORRESPONDING SECRETARY: LaRita Lang reported 12 UNOPA members will attend the NEOPA Spring Meeting in Omaha on May 22, 1993.

LaRita sent two get well cards, one wedding card, and two retirement cards this month.

EMPLOYEE CONCERNS: Jeanette Fisher submitted a report from a recent meeting with Employee Concerns committee chairs. Present at the meeting were: Shirley Horstman, Kathy Bennetch, Joey Kramer, Linda Arnold, Patti Lutter, Michelle Sieber, and Jeanette. Reports from the U-Wide Fringe Benefits Committee; Campus Parking Advisory; Campus Police Advisory; Human Rights; Employee Concerns Committee Reorganization; and the UNOPA/EAP Emergency Loan Fund were given. A copy of the report is on file with the Recording Secretary. Highlights from the reports included: The U-Wide Fringe Benefits Committee has tabled our proposal for Tuition Remission for part-time employees. But they approved change in insurance for mammograms. Currently insurance pays for a mammogram once every two years. Under consideration is \$150 per year for mammograms, pap exams, etc. The next meeting of the Employee Concerns committees will be May 19, 1993, 4:15 p.m. at the City Campus Union.

The Employee's Right to Know Committee is working with Kim Hachiya of the *Scarlet* regarding a weekly article of questions and answers. Questions will be submitted and answered in the *Scarlet*. This is the best way to get information to everyone on campus.

FOUNDATION: Applications for reimbursement from foundation funds are due to Sandy Lineberry on June 1, 1993.

HOSPITALITY: Sandy Watmore reported 84 have submitted reservations for the May General Meeting with 25 paid lunches. Favors and door prizes will be given.

NOMINATING: Luise Berner reminded all Executive Board members to update their job descriptions and get the information back to her.

PROFESSIONAL GROWTH: Lola Young reported the remarks about the April 30th workshop were very favorable. Lola has given Murd Holland the registration fees for non-members attending the workshop.

PUBLICITY: Carla Werner is working on our scrapbook. She has had pictures developed from the Past Presidents and Awards Presentation Luncheon for distribution to interested parties.

SALARY ISSUES: Ruth Bohmont moved UNOPA send a letter to Chancellor Spanier, all Vice-Chancellors, the Chancellors' Commission on the Status of Women, Affirmative Action, UAAD, Human Resources, and the Chancellors' Commission on the Status of Minorities in regard to getting a pro-active RIF Policy Statement implemented across campus. Seconded by Anna Simmons. Motion carried.

UNOPA NOTES: The deadline for *UNOPA NOTES* is May 14, 1993.

WAYS & MEANS: There are only 100 cookbooks left. We have a profit of approximately \$1200. The drawing for the raffle will be held on Saturday. The names of all winners will be announced at the General Meeting on May 11, 1993. It was suggested we draw the top three prizes first so everyone who purchased a raffle ticket has a chance at those prizes.

UNFINISHED BUSINESS:

SUMMER SOCIAL: Dora Dill, Chair, has suggested a salad supper some time in July.

Final results of the Bylaws change to Article V - Committees, Section 1 are:

119 yes votes

7 no votes

3 VOID Ballots (one blank, two late)

Motion approved. Effective immediately - 5/5/93.

"ELF" Ad Hoc Committee Members are Kathy Bennetch, Jan Harris, Jan Wassenberg, Ruth Bohmont, Bill Cords, and Nancy Myers.

NEW BUSINESS:

The State Patrol has contacted President Bennetch regarding the SHARP Program (Sexual Harassment (tactics), Prevention, and Harassment in the work place). Ken Cauble announced the UNL Police Department has two certified trainers to make presentations on campus this summer and fall for employees and their families. They are Lisa Yardley and Larry Kalkowski.

ADJOURNMENT:

Meeting adjourned at 5:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Linda Pence".

Linda Pence, Recording Secretary

1992-93 UNOPA EXECUTIVE BOARD MINUTES
JUNE 2, 1993

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, June 2, 1993, in the East Union.

ATTENDANCE:

Present:

LaRita Lang	Anna Simmons	Sandy Lineberry
Sandy Watmore	Rosemary Sieck	Luise Berner
Lola Young	Carla Werner	Michelle Sieber
Ruth Bohmont	Sherry Warren	Jeanette Fisher
Merd Holland	Kathy Bennetch	Ronda Vietz

Absent:

Rhonda Zugmier	Linda Pence	Louise DeNovellis
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CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:30 p.m.

APPROVAL OF MINUTES:

The minutes of the May 5, 1993, Executive Board Meeting were approved as printed.

CORRESPONDENCE:

Received letter from Deb Finer (former custodian) concerning sick leave, tuition remission, and budget cuts. A copy went to Michelle, and Employee Concerns committee for further action.

Nebraskans for Public Television, Inc inquired if we would be interested in volunteering as an organization. President Bennetch will reply that we are interested.

Institutional Research Department produced a Fact Book on the University, President Bennetch responded that the staff were not listed.

Gender and Minority Issues Report written by Neale Copple and Wilma Crumbley, President Bennetch has copy to check out.

Sandy Lineberry sent a thank-you for the gifts and reception at the NEOPA Spring Conference.

ANNOUNCEMENTS:

Ida Katt, a "charter" member of UNOPA passed away.

TREASURER'S REPORT:

Beginning balance May 1, 1993:	\$2,563.95
Income	\$1,892.56
Expenses	<u>\$1,222.65</u>

Ending balance, May 31,1993:

\$3,233.86

A motion was made by Sherry Warren to approve the treasurer's report, seconded by Sandy Watmore. **Motion carried.**

Give any outstanding bills get to Merd as soon as possible.

STANDING COMMITTEE REPORTS:

Corresponding Secretary: Expense vouchers have been submitted for those who attended NEOPA Spring Conference.

Foundation: Rosemary Sieck's application was the only one received for reimbursement.

Employee Concerns: UAAD sick leave letter, President Bennetch signed and sent to Dr. Goebel.

Anna Simmons gave a brief overview of the Child Care Task Force. It is a community effort that UNL will be involved with. It utilizes in-home day care.

Ergonomics committee will be more active next year.

Membership: Rosemary reported UNOPA had 278 members in 1992-93.

UNFINISHED BUSINESS:

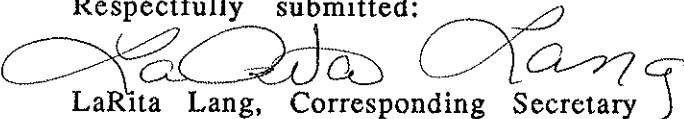
Summer Social: No date has been set, will be sometime in July.

ELF Fund: Jan Harris, Jan Wassenberg, Ruth Bohmont, Bill Cords, Nancy Myers, Janet Holtzhauser, Linda Thelan and Kathy Bennetch will be working on this during the summer.

ADJOURNMENT:

Meeting adjourned at 4:25 p.m.

Respectfully submitted:


LaRita Lang, Corresponding Secretary

UNOPA EXECUTIVE BOARD MINUTES

JUNE 2, 1993

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, June 2, 1993, in the East Union.

Before the meeting was called to order, Ronald Ross and Linda Crump of the Affirmative Action and Diversity Office gave us an outline on what their department can offer the University staff. This includes investigating complaints with outside agencies, diversity training, resolving problems, and conducting several training sessions on sexual harassment. It may be possible for them speak to UNOPA in the future.

CALL TO ORDER:

The meeting was called to order by President Sieber at 4:40 p.m.

ATTENDANCE:

Present:

Michelle Sieber	LaRita Lang	Sandy Watmore
Michele Strickler	Jeanne Andelt	Roddy Spangler
Ronda Vietz	Jacque Virts	Bette Schernikau
DaLene Wiess	Kathy Bennetch	

Absent:

Jeanette Fisher	Nelvie Lienemann	Jo VanPatten
Rhonda Zugmier		

Introductions were made of everyone present.

APPROVAL OF MINUTES:

No previous minutes.

TREASURER'S REPORT:

No report.

STANDING COMMITTEES:

Awards: Sandy Watmore, Director; the ad-hoc committee will meet sometime in June or July.

Employee Concerns: Jeanette Fisher; Director, will work with current issues and will work with UAAD. DaLene Wiess, Co-director; will work with the 15+ committees that have UNOPA representatives.

The ad-hoc committee for Employee Rights will meet sometime in June or July.

Hospitality: Michele Strickler; Director, will get dates from Rhonda Zugmier of meetings for the year. Will be meeting with Sandy Watmore.

Membership: Nelvie Lienemann, Director; Rosemary Sieck, 1992-93 membership director stated that membership brochure will need to be reprinted and possibly membership cards and application forms.

Nominating: Jeanne Andelt, Director; has two people for committee. President-elect could possibly be a challenge to fill.

Professional Growth: Jo VanPatten, Director; no report.

Publicity: Roddy Spangler, Director; will work with Dora Dill to get summer social dates to The Scarlet.

Program: Rhonda Zugmier, Director; no report.

Salary Issues: Ronda Vietz, Director; Bylaws/constitution revision committee will meet this summer. Under consideration may be eliminating salary issues as a standing committee. Therefore, no Co-director will be appointed at this time.

UNOPA Notes: Jacque Virts, Director; first issue of UNOPA Notes will come out in August.

Ways & Means: Bette Schernikau, Director; President Sieber stated we should have cookbooks available for sale at the summer social and the NEOPA Fall Conference, October 2, 1993, in Lincoln.

Bette should check with Dora Dill, Summer Social director, to see if she wants Ways & Means to do the 50/50 raffle at the social.

Community Service Project: Continue to have baskets at general meetings to collect for ELF program and possibly volunteering for the Nebraskan's for Public Television, Inc. Board will discuss in more detail at the next meeting.

Special Report: Summer Social, Dora Dill, Director; Dora Dill was absent. The date has not been announced. President Sieber will need a list of committee members.

NEW BUSINESS:

None

ANNOUNCEMENTS:

President Sieber had the following announcements:

If you have any reports that need to go to the board, there will be folders at the door, please insert them in the folders to eliminate paper shuffling.

Send copies of any correspondence sent to members of your committees regarding meetings, activities, etc. to President Sieber.

Any mailings going to all UNOPA members will need to be proofed by President Sieber.

Proposed budgets from each committee are due to President Sieber by July 16, 1993. May need input from past director.

Three hole punch all documents you distribute.

Reminder: October 2, NEOPA Fall Conference, East Union, would like to see you all there.

Work on membership recruitment.

By-laws/constitution revision committee will meet later this summer. If you would like to serve on this committee, let President Sieber know.

ENCLOSURES IN FOLDERS INCLUDED:

A list of members interested in being on a particular committee. You need to be forming committees, a minimum of three members on a committee. Please provide the list of members for your committees to President Sieber, by August 1, 1993, to be included in the first issue of UNOPA Notes.

List of Executive Board Members, their addresses, phone numbers, and FAX numbers

Board meeting schedule. Executive Board meetings will be held the first Tuesday of the month, from 12:00 sharp - 1:30 p.m. They will rotate between the Business Services conference room, 1700 "Y" street and East Campus Union.

Job Descriptions--keep in front of your notebook. Update as needed and send updates to Jeanne Andelt, Nominating Director.

ADJOURNMENT:

Meeting adjourned at 5:10 p.m.

Respectfully submitted,


LaRita Lang, Recording Secretary

UNOPA EXECUTIVE BOARD MINUTES
JULY 6, 1993

DATE AND PLACE:

UNOPA's Executive Board met Tuesday, July 6, 1993, in the Business Services conference room.

CALL TO ORDER:

The meeting was called to order by President Sieber at 12:02 p.m.

ATTENDANCE:

Present:

Michelle Sieber	LaRita Lang	Sandy Watmore
Rosemary Sieck	Jeanne Andelt	Roddy Spangler
Ronda Vietz	Jacque Virts	Rhonda Zugmier
DaLene Wiess	Kathy Bennetch	Jeanette Fisher
Nelvie Lienemann	Jo VanPatten	

Absent:

Michele Strickler	Bette Schernikau	Shirley Horstman
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APPROVAL OF MINUTES:

The minutes of the June 2, 1993, (1992-93 board) were approved as printed.

The minutes of the June 2, 1993, (1993-94 board) were approved with the correction of Rosemary Sieck being present.

TREASURER'S REPORT:

Rosemary handed out corrected copies of the June 2 treasurer's report. Kathy Bennetch moved to approve treasurer's report. Seconded by Ronda Vietz. **Motion carried.**

Our kinko's account number is 42172, they will bill UNOPA direct (any location). Our Postal zip is 0541 and should be on all correspondence. Always notify Rosemary when sending out information requiring postage, include the committee name and the amount of mail you sent. Quick Copy will bill UNOPA direct also. Our co/center is LXR-9881309. Rosemary will be mailing a form for postage claims and other expenses.

COMMUNICATIONS:

President Sieber received a letter from Bruce Currin requesting four UNOPA members names for UNL's standing grievance committee. President Sieber submitted Ruth Bohmont, Betty James, Jean Willis, and Cathy Rutt.

Paul Carlson contacted President Sieber requesting a representative for the Parking Manager search committee. Shelli Krupicka will serve on this committee.

President Sieber received a letter from Renae Oestmann proposing sharing of sick leave between spouses who work at UNL. Renae also expressed concern regarding tuition remission for part-time employees and paid 6-week maternity leave. A copy of the letter was forwarded to Jeanette Fisher, Employee Concerns Director.

Several people have suggested UNOPA revisit the sick leave bank proposal.

ANNOUNCEMENTS:

Michelle, Rhonda Z., DaLene, and Jeanette will meet with Bruce Currin, Faye Moulton, and Ronald Ross on August 19, 8:00-9:30 a.m. regarding UNOPA concerns at Bruce's request.

Human Resources is working with Jim Ballas on a new employee orientation video. They would like to highlight UNOPA. He may come to the Summer Social to do some filming to use in the video. It was suggested to offer Jim use of photos from our archives.

Proposed budgets are due July 16.

Committee member listings are due August 1.

STANDING COMMITTEES:

Awards: Ad-hoc committee meeting July 15, 1993, 3:30 p.m. at Business Services Library (Rhonda, Sandy W. Sandy L., Kathy & Michelle). Kathy Bennetch moved to present all award winners, 2-Floyd S. Oldt Silver Pen, Floyd S. Oldt Outstanding Staff, Floyd S. Oldt Boss of the Year, Rose Frolik Award, with a complimentary membership in UNOPA for the following year. Seconded by Rosemary Sieck. **Motion carried.**

Employee Concerns: President Sieber received a copy of a questionnaire regarding areas of departmental discretion that went to various departments on campus. She forwarded a copy to Jeanette Fisher. She will also send a copy to each board member to fill out and return to her for our reference.

Kathy Bennetch will respond a second time to Chancellor Spanier concerning the RIF policy. Kathy will state facts and exact cases to make the Chancellor aware of what is actually happening in some departments.

Send any comments you may have on the Affirmative Action Policy & Procedures to Michelle by August 1. The interim policy statement for discrimination, retaliation, sexual harassment, and consensual relationships issues at UNL was distributed. Affirmative Action has a grievance committee that we will possibly need to submit names for. President Sieber will check into it.

DaLene reported that Tuition Remission for less than full-time employees is on hold until the next U-Wide Fringe Benefits meeting in September or October.

Jeanette is waiting to get materials from Anna Simmons before scheduling the next Employee Concerns committee meeting.

Hospitality: No Report.

Membership: All board members received a copy of the membership application/brochure. If you have any comments or concerns contact Nelvie. Whenever mailing labels are needed, go through Nelvie. She will charge your committee appropriately. Nelvie is asking for any used envelopes to mail membership packets.

It was the consensus of the Board, that copies of the by-laws and constitution (revised 5/1/93 version) need to go to all members in their membership packets.

There was discussion regarding including "service" employees as active members. A proposal to change this in the by-laws/constitution would need to be sent to the president 15 days prior to presentation at a regular meeting of the Association.

Nominating: Remember to give Jeanne any changes in job descriptions.

Professional Growth: Jo is working on a possible workshop on Sexual Harassment for October or November. Joe Scott of UNL Police would be the presenter.

Program: The board approved speakers for the September and October general meetings. Terri Turner, University Health Center, will speak in September. Joe Scott, UNL Police Department will speak in October. Rhonda has letters out to other prospective speakers.

Publicity: Roddy will send out a flyer for departments to post advertising the Summer Social. The labels for this mailing will be obtained through Data Entry. It was discussed that a new camera was needed. Ronda V. moved the Publicity committee search for a new camera with a zoom lens. Seconded by Kathy Bennetch. **Motion carried.**

Salary Issues: Kathy mentioned the article in The Scarlet regarding raises. She was not aware of the distribution method.

UNOPA Notes: Committee has been formed.

Ways & Means: President Sieber reported we will have cookbooks, 50/50, and the ELF collection basket at the Summer Social.

Community Service Project: Nancy Myers is still working with the Foundation to set up an account. The money raised so far has been put

in UNOPA's checking account. It was discussed that a separate savings account should be opened. Rosemary will set up a new savings account.

OLD BUSINESS:

Remember the summer social on July 27 from 5:45 to 9:00 p.m. at St. James Methodist Church at 2400 S. 11. Cost is \$3.00. You are asked to bring a bagged or wrapped white elephant gift.

NEW BUSINESS:

President Sieber announced the agenda for the National Advisory Council Meeting she will be attending in Tucson, AZ. July 20-25. Jeanne Andelt will be attending as the NEOPA delegate. Sandy Lineberry is an elected member of the National Advisory Council and will be working with the tellers.

ADJOURNMENT:

Meeting adjourned at 1:40 p.m.

Respectfully submitted,


LaRita Lang, Recording Secretary

UNOPA EXECUTIVE BOARD MINUTES
AUGUST 3, 1993

DATE AND PLACE:

UNOPA's Executive Board met Tuesday, August 3, 1993, in the East Campus Union.

CALL TO ORDER:

The meeting was called to order by President Sieber at 12:03 p.m.

ATTENDANCE:

Present:

Michelle Sieber	LaRita Lang	Sandy Watmore
Rosemary Sieck	Jeanne Andelt	Roddy Spangler
Ronda Vietz	Jacque Virts	Rhonda Zugmier
Kathy Bennetch	Jeanette Fisher	Bette Schernikau
Nelvie Lienemann	Jo VanPatten	Shirley Horstman
Michele Strickler		

Absent:

DaLene Wiess

APPROVAL OF MINUTES:

Minutes of the July 6, 1993, meeting were approved with the correction of deleting the last sentence under Salary Issues.

COMMUNICATIONS:

President Sieber received a memo from Shelli Krupicka who served as the UNOPA representative on the Parking Director Search Committee. Seventy applications were received. She stated it was a learning experience and appreciated the opportunity very much.

President Sieber received a letter regarding Child Development Venture from Jeanette Fisher. If anyone is interested, she has more information.

ANNOUNCEMENTS:

President Sieber will be meeting with LuAnn Mace, UAAD President, on August 19 to see if they can help each other on any issues and also discuss the ELF project.

TREASURER'S REPORT:

Kathy Bennetch moved to approve the July 2 treasurer's report. Seconded by Sandy Watmore. **Motion carried.**

Kathy Bennetch moved to approve the August 3 treasurer's report with the correction of the ending balance as of July 31, 1993, as \$3,616.84. Seconded by Roddy Spangler. **Motion carried.**

Everyone should have received postage forms, one copy you keep and one goes to Rosemary. When sending her bills, make sure to put your committee name on them so she can charge the right committee. When any committee has printing costs request the print shop to send a bill and charge sales tax, forward to Rosemary for payment. When printing is charged to a company center, sales tax is not charged. Ordering labels, etc. can be ordered separately through your department, then send to Rosemary for payment.

STANDING COMMITTEES:

Awards: The Ad-hoc committee met July 15, 1993, 3:30 p.m. at Business Services (Rhonda, Sandy W. Sandy L., Kathy & President Sieber).

Discussed was the following changes in guidelines for the four awards given by UNOPA:

All Awards:

- Must submit pre-determined number of copies (# of judges)
- Blind Gender Format/non-gender specific
- Certificate of nomination to all nominees
- No Fax's allowed
- All nominations must meet all criteria to be accepted
- Membership in UNOPA given for all awards (5)
- Noted limit of 3 letters of recommendation & two typed pages
- All UNL employees consists of: UNL employees, all District center employees, and employees of UNO & UNMC whose work location is on the UNL campus.

Judges:

- Boss of the Year: From non-university organization.
- Outstanding Staff & Silver Pen: UNL faculty member, administrator, supervisor/manager, director, office employee, service employee.
- Rose Frolik: independent panel of three individuals from outside the university including: personnel head from a local industry or the State Personnel Director, a rep from a non-university professional organization, and a humanitarian (clergy, judge, etc.).

Distribution of Flyers:

- Boss of the Year: All Office/Service staff
- Outstanding Staff: All UNL Employees
- Silver Pen: All UNL Employees
- Rose Frolik: All Active, Associate, and Retiree members in UNOPA

Presentation Dates (*Tentative):

- Boss of Year & Silver Pen: November Bosses Luncheon
- Outstanding Staff: February Luncheon (UAAD's is in Feb.)
- Rose Frolik: April Past Presidents/Retirees Luncheon

Other:

- Rose Frolik: Changed to 5 years active UNOPA membership, added criteria/category to describe the nominee's UNOPA involvement & restructured point system to account for adding that category.

Sandy received comments from members she asked to serve on her committee regarding the standing rule that awards committee members cannot be eligible for an award. Therefore, the following motion was made:

Standing Rule #10 (currently reads)

The Awards Committee shall organize and implement all UNOPA special awards. In the best interest of the Association, members of the Awards Committee (including Director) and elected officers shall not be eligible for an award sponsored by the Association.

Sandy Watmore moved to reword Standing Rule #10 to read: The Awards Committee shall organize and implement all UNOPA special awards. In the best interest of the Association, only the Awards Director and the elected officers shall not be eligible for an award sponsored by the Association. Seconded by Kathy Bennetch. **Motion failed.** Standing Rule #10 will remain as it currently reads. It was the consensus of the executive board the perception of awards committee members being nominated for awards would not project a professional image to the UNOPA membership.

Corresponding Secretary: No Report.

Employee Concerns: Jeanette inquired whether she was to serve on Chancellor's Commission on the Status of Women. It is standing practice that the Employee Concerns Director fill this position.

Child Development Venture has an overwhelming interest. It was to start September 1, but they have already started filling the 36 slots available. They are trying to decide on benefits to decrease our costs. A concern was raised that part-time, regular employees receive tuition remission before extending tuition remission to CDV providers.

President Sieber received no comments from the board concerning Eric Jolly's letter, and the Affirmative Action Policy & Procedures. No response is needed.

Kathy Bennetch developed a draft survey concerning RIF employees and sent it to Roshan. Human Resources responded that confidentiality was a major concern. They could not give out any names of RIF employees due to confidentiality. We want to see what the needs are of RIF employees. She needs more information from them. RIF employees can voluntarily contact Kathy. Jeanette, Kathy, and President Sieber will discuss ways to help the RIF employees and review the RIF policy.

Rhonda, Jeanette, DaLene, and President Sieber will have a breakfast meeting with Bruce Currin, Faye Moulton, and Ronald Ross. Kathy stated a survey had been approved last year. She would like to see if others are working on it and if we can get some funding for it.

President Sieber received a letter from Charlene Warneke from North Platte Research & Extension Center inquiring about becoming more involved in UNOPA. She will be a satellite member of Employee

Concerns committee. She will receive copies of all correspondence of Employee Concerns and can respond to this correspondence. It was suggested to run a paragraph on this in the UNOPA Notes to see if there is any other interest, and also send a complimentary issue of the UNOPA Notes to the Centers.

Foundation: Kathy Bennetch distributed payroll deduction forms for the foundation. There will be more information in the September UNOPA Notes explaining what the Foundation is.

Hospitality: No Report.

Membership: Recruitment mailings will go out the end of August to all Office/Service employees (approximately 1800).

Nominating: No Report.

Professional Growth: Their first meeting will be August 25. Jo inquired about a Professional Development Program from the National association. It is a listing of people who give workshops, etc. If President Sieber receives anything it will be forwarded to Jo.

Program: Rhonda stated there is no speaker for April because she thought all awards would be presented at this meeting. The executive board agreed we should have a speaker at the bosses' luncheon. The speaker will be Eric Jolly. At the February meeting, Ronald Ross and Linda Crump will be the speakers. There will be no speaker at the May meeting due to installation of officers. She is still waiting to hear from the speaker for March.

Publicity: Roddy priced an Olympus 2000 camera with 2X magnification and auto flash at Harman's for \$299.99. It was discussed Target or Best Buy may have the same camera for a lesser price. Kathy moved to allow Roddy to purchase a new camera up to \$325.00. Seconded by Jeanne Andelt. **Motion carried.**

Salary Issues: A UNOPA member wrote a personal letter to Herb Howe regarding the 1/2 year salary increase of \$150.00 and why UNL does not follow the State. She received a response stating the Board of Regents are not required to follow the State salary increases. President Sieber will get more information regarding what exactly happens to the other \$150.00.

UNOPA Notes: Deadline for UNOPA Notes is August 19. Committees are encouraged to include any activities they are working on.

Ways & Means: There are over 100 cookbooks yet to sell. If anyone has contacts with outside groups (i.e., churches, schools), this would be a possible source of sales (and income).

Other fund raising activities discussed were a Raffle, Bakeless Bakesale, Silent Auction, Casino night possibly in January or February, cleaning sports center, and filling pop glasses for football games.

OLD BUSINESS:

a. ELF - Kathy Bennetch reported UNOPA and other organizations will be selling parking spaces for the 7 home football games. 75 stalls. Our profit is \$1.50 per stall=\$112.50/game x 7 = \$787.50. Janet Holtzhauser and Linda Thelen will be coordinating this fund raiser. Raising Dough products will be another fund raiser. This will start in mid-September with delivery dates in October and November. Kathy Bennetch will coordinate this project. Nancy Myers is working with Carmen Maurer regarding setting up an account at the Foundation. Once the account gets set up at the Foundation, it will be possible to have payroll deduction. Basket collections at some of the general meetings will be continued.

b. Ronda Vietz moved to change the name of University of Nebraska Office Personnel Association to University of Nebraska Office/Service Personnel Association. Sandy Watmore seconded the motion. **Motion failed.** The justification was the current association is presently representing all service employees on campus. We are discriminating certain groups by not allowing them to become active members which enables them voting privileges.

President Sieber discussed this with the National President, Jackie Fuller, from Idaho State University. Her comments were: How many service employees would join? It may broaden your membership, but people who have been a member may quit. Professional Development Programs would have to change. Boise State has two separate organizations, which works well. Her advice was not to change it. We could offer to help them to start their own group. They would not be able to join our State or National organizations, or be able to receive PSP certificates.

President Sieber talked with Rose Frolik who very much opposed this, she thought allowing service staff to be associate members was enough. She also stated if UNOPA allowed them to become active members, we would lose what we have built ourselves on for all these years. A concern expressed was whether UNOPA should represent service staff if they aren't able to vote. The executive board discussed this in further detail.

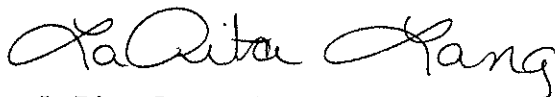
NEW BUSINESS

Jeanne Andelt moved to purchase a new recorder for Recording Secretary. Seconded by Bette Schernikau. **Motion carried.**

ADJOURNMENT:

Meeting adjourned at 2:05 p.m.

Respectfully submitted,



LaRita Lang, Recording Secretary

UNOPA EXECUTIVE BOARD MINUTES
September 7, 1993

DATE AND PLACE:

UNOPA's Executive Board met Tuesday, September 7, 1993, in the Business Services Conference Room.

CALL TO ORDER:

The meeting was called to order by President Sieber at 12:00 p.m.

ATTENDANCE:

Present:

Michelle Sieber	LaRita Lang	DaLene Wiess
Jeanne Andelt	Roddy Spangler	Ronda Vietz
Jacque Virts	Rhonda Zugmier	Kathy Bennetch
Nelvie Lienemann	Jo VanPatten	Shirley Horstman
Michele Strickler		

Absent:

Rosemary Sieck	Jeanette Fisher	Bette Schernikau
Sandy Watmore		

APPROVAL OF MINUTES:

Minutes of the August 3, 1993, meeting were approved with the correction of changing Jeanetter to Jeanette and she to Jeanette under "Communications".

COMMUNICATIONS:

President Sieber received from the Chancellor a copy of the review of Academic and Administrative Computing. If anyone wants a copy, contact President Sieber.

Everyone should have received a letter from the Chancellor dated August 31 on the Mentoring Project. Faye Moulton will attend the September general meeting to discuss the Mentoring Project and answer any questions anyone may have.

Included in your packets is an order form for calendars from the Mortar Board.

ANNOUNCEMENTS:

President Sieber will be attending the Deans and Directors meeting on September 8. She will announce the projects we will be working on for the coming year and answer any questions.

President Sieber attended the New Faculty Picnic August 17 at the Chancellor's residence. It was a nice way to network and meet some of the people she will be working with throughout the year.

All elected officers will be seated at the head table at the general meeting on September 14. All directors will be seated at the side tables.

President Sieber will introduce everyone so the membership will be able to put names with faces. Michele Strickler will have place cards at the tables.

If anyone is planning to give a report at a general meeting, please give a copy to LaRita.

President Sieber received a phone call from Ted Hartung's office. Ted Hartung and Dan Wheeler are conducting a TQM seminar, September 22 & 23 and invited a UNOPA representative who is familiar with TQM. Pat Smith will attend this seminar. An introductory seminar may be offered at a later date.

TREASURER'S REPORT:

President Sieber reported that Dora Dill, Summer Social Director, asked if the board would consider giving the St. James Methodist Church a donation of \$25.00 for use of the facilities for the Summer Social since they made enough to cover expenses.

Kathy Bennetch moved to donate \$25.00 to the St. James Methodist Church for use of the Summer Social facilities. Seconded by Rhonda Zugmier. **Motion carried.**

President Sieber will check with Rosemary concerning the \$3.00 under ELF fund.

Roddy Spangler moved to approve the August 31 treasurer's report. Seconded by DaLene Wiess. **Motion carried.**

In the packets is a letter from Jim Knisely dated August 5 concerning return check charges. If UNOPA receives a check that bounces, we have to pay \$2.00. If a bad check is received it is the department's responsibility to collect the money.

Kathy Bennetch moved UNOPA charge the person writing the bad check the fees assessed by the bank to the association. Seconded by Roddy Spangler. **Motion carried.**

The proposed budget for 1993-94 was reviewed. Awards was increased \$100.00 due to printing and memberships of award winners. Membership was increased due to printing of brochures and based membership on 400 members. Nominating was raised to \$50.00 due to printing. Publicity is up due to a new camera. UNOPA Notes was increased because May UNOPA Notes and 1992-93 annual report will be charged to this year's budget. Summer Social was raised to \$100.00 due to some discussion of having one in summer and winter.

Rhonda Zugmier moved to approve the 1993-94 budget to take to general membership. Seconded by Nelvie Lienemann. **Motion carried.**

STANDING COMMITTEES:

Awards: President Sieber reported the award presentation dates:

November	Boss of the Year (same as in past)
December	2 Silver Pens
February	Outstanding Staff
April	Rose Frolik (same as in past)

It was discussed having the Silver Pens in December would be nice because the recipients would get their stipend before Christmas.

Nominations for Boss of the Year award will be out the week of September 20.

Corresponding Secretary: Call if cards need to be sent. The total funding submitted for State and National conferences was \$2,500.00. No response has been received from Eric Jolly regarding funding for State and National conferences.

Registration fees for the October 2 State conference should be sent directly to Debbie Hendricks.

Employee Concerns: DaLene reported they are looking into Office/Service classifications. They are going to look up the jobs that are considered Office and the jobs that are considered Service.

They are working on a survey. There will be questions on the SHARP Program, security questions, Office/Service questions, etc. Will try to get it out as soon as possible. It was approved to mail out survey last year.

Bruce Currin suggested working with UAAD to help with funding and getting survey out. They are sending us a copy of their survey to see if there are any questions we could also use.

We do not need to submit a representative for the Affirmative Action Grievance Committee until they ask for one.

Susan Nichols has been appointed to Academic Senate.

Patti Lutter will chair Police Advisory, but they now want two representatives. Alta Phillips will be our second representative.

President Sieber received letter from Bruce Currin and Faye Moulton concerning department discretion questionnaire. One area of main concern was use of sick leave. They are looking at this area.

Esther Ortiz will be our Sue Tidball Award representative for 2 years.

Foundation: No Report

Hospitality: Michele reported 80 signed up for September general meeting, only nine paying lunches. The committee will provide table favors at every meeting. It was discussed to provide water for brown baggers, it would cost \$2.00 a gallon. It was decided to have water at first meeting to determine how it is accepted.

In the past, if someone wants their money back, we return it as long as the count has not been turned in.

Membership: All application letters went out. Person sponsoring most new members will receive a free years membership from Michelle.

Nominating: No Report.

Professional Growth: Jo reported the fall workshop is undecided at this time. There are three separate programs being introduced; the SHARP Program, Victim Services Program, and Violence in the Workplace. All three have expressed interest in doing workshops or brown bag luncheons. For the Spring workshop the committee is working on bringing in a speaker from the Lincoln area. Other ideas discussed were to have one fall and one spring brown bag lunch with topics of Employee Rights or touring the Lied Center. They will be sending out PSP flyers in UNOPA Notes. Next meeting is Sept. 22.

Program: Rhonda reported the speaker for March will be Stan Campbell. Dr. LaBeau will speak September 14.

Publicity: Roddy reported an announcement of the September general meeting will be in The Scarlet. She will check into advertising meetings on ETV monitors. The camera will be purchased before the September general meeting.

Salary Issues: No Report.

UNOPA Notes: Jacque inserted a schedule of UNOPA Notes in the packets. September UNOPA Notes deadline is September 16.

Ways & Means: President Sieber reported there are still cookbooks for sale. Someone is needed to sell cookbooks at October 2 State conference.

OLD BUSINESS:

President Sieber met with President Mace, UAAD, some issues they are working on are supervisory training and evaluation, sick leave, CDV, eldercare, tuition remission for dependents, exit interviews.

President Sieber will meet with Faye Moulton concerning recognition for professional growth, it may not be monetary, but could be a certificate.

It was discussed to have Christmas gifts for UNL employees in need as a community service project.

Kathy reported the Foundation will set up an account for ELF program. Parking for football games has begun. Volunteers are needed between 7:00 am and 1:15 pm. There will be sign up sheets at the general meeting. Members will be asked to sell Raising Dough as a fundraiser for ELF.

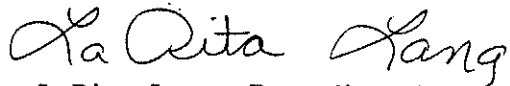
NEW BUSINESS

President Sieber received a phone call from Joan Frenzel, IANR Computing, wanting to know if UNOPA would sponsor a person for the National Bone Marrow Drive. The cost is \$22.50 per person. It was the consensus of the board not to sponsor a person but we could announce it at the general meeting, if anyone would be interested.

ADJOURNMENT:

Meeting adjourned at 1:43 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "LaRita Lang".

LaRita Lang, Recording Secretary

UNOPA EXECUTIVE BOARD MINUTES
October 5, 1993

DATE AND PLACE:

UNOPA's Executive Board met Tuesday, October 5, 1993, in the East Campus Union.

CALL TO ORDER:

The meeting was called to order by President Sieber at 12:00 p.m.

ATTENDANCE:

Present:

Jeanne Andelt	Kathy Bennetch	Jeanette Fisher
Shirley Horstman	LaRita Lang	Nelvie Lienemann
Bette Schernikau	Michelle Sieber	Rosemary Sieck
Roddy Spangler	Michele Strickler	Jo VanPatten
Ronda Vietz	Jacque Virts	Sandy Watmore
DaLene Wiess	Rhonda Zugmier	

APPROVAL OF MINUTES:

Minutes of the September 7, 1993, meeting were approved as printed.

COMMUNICATIONS:

President Sieber received a letter from Eric Jolly concerning funding for attending Professional Growth workshops. Due to budget reorganization in the Affirmative Action office they can no longer provide funding to UNOPA. President Sieber encouraged everyone to ask their departments for funding or apply to the Foundation.

President Sieber received application forms for NEOPA Educational Professional Employee of the Year Award, NEOPA Student Scholarship, Marion T. Wood Student Scholarship, Marion T. Wood Member Scholarship, National Educational Administrator of the Year, and Louise Henderson Nelson award. President Sieber has nomination forms if anyone is interested.

President Sieber received a letter from Eric Jolly concerning search committees. Affirmative Action will no longer be meeting with individual search committees. They will be offering group sessions and certifying individual faculty and staff members to serve on search committees for a period of two years without additional training.

President Sieber received a letter from John L. Harris, Office of Vice Chancellor for Student Affairs, concerning First Step Mentoring Program. President Sieber has application forms if anyone is interested.

ANNOUNCEMENTS:

UNOPA is planning a brown bagger with Larry Kalkowski regarding Violence in the Workplace--Personal Safety and Prevention of Danger. It is tentatively planned for late October.

TREASURER'S REPORT:

Rosemary stated the checkbook balance appears higher than it really is due to UNOPA hosting the NEOPA Fall Conference. This money will be transferred to the NEOPA treasury.

August 31, 1993 balance	\$3,374.06
Income	\$1,850.66
Expenses	\$ <u>792.42</u>
September 30, 1993 balance	\$4,432.30

Bette Schernikau moved to approve the September 30 treasurer's report. Seconded by Nelvie Lienemann. Motion carried.

STANDING COMMITTEES:

Awards: Sandy reported Boss of the Year will be awarded at the November bosses luncheon. Dr. Grobsmith, last year's recipient, is unable to attend. Eric Jolly will be the presenter.

The judging of the Boss of the Year will be done by the Sertoma District Council, no UNL officials will be involved in judging. Nominations are due October 8.

Nomination forms for Silver Pen Awards will be mailed out the week of October 18, with a due date of November 5. The judging has been arranged with the exception of needing a female faculty member from East Campus. Judging will take place mid to late November. It will be presented at the December meeting. Sandy has selected one committee member to work with her on each award.

Corresponding Secretary: No Report

Employee Concerns: Jeanette reported on the following Employee Concerns Committees:

Campus Safety: Jo Dierking, met with Dr. Riley concerning Ergonomics, stating there are certain things which should not be thrown in trash cans, such as toner bottles, batteries, etc.

Academic Senate: Susan Nichols, working on campus information system.

Campus Parking Advisory: Linda Arnold, working on different way of dealing with parking appeals. They want to know of any problems with parking lots, (i.e. physical problems).

Child Care Task Force: Laura Rife, this committee will no longer meet as they have accomplished their objectives.

Campus Recreation Advisory: LaRita Lang will be UNOPA representative.

UNL Campus Police: Alta Phillips will be the other UNOPA representative.

Grievance Committee: Jean Willis will be UNOPA representative

Ergonomics: Linda Olson would like a co-chair.

Chancellors Commission on the Status of Women is working on a survey on gender equity. They will be meeting October 7.

The board was sent a draft copy of the survey which will be sent out by employee concerns to all office/service employees, approximately 2,019. The following comments were discussed concerning the survey: include a question on ergonomics, also possibly giving the definition of ergonomics. Linda Olson has information on this subject. Tuition remission for employees less than 1.0 FTE. It was discussed this issue has been addressed at the UNL fringe benefits meeting, it has also been brought at the U-wide fringe benefits, DaLene will bring it up again. Question #18 should have "yes or no". A question on RIF will be included. Chief Cauble will include one sheet of questions pertinent to the UNL Police, and will pay up to half the cost. It is clearly stated one sheet is for UNOPA and one is for UNL Police. Employee concerns is hoping for a 70% response rate. The due date will be 15 days from the day it is taken to printing. Question #4 will be omitted. Question #3 was discussed. Kathy Bennetch made a motion to allow service employees voting rights, second by Jeanette Fisher. She then withdrew her motion and stated she will be submitting a written motion concerning voting privileges of service employees to President Sieber, 15 days before the November general meeting. Discussion followed. This motion has to be in writing because it would be changing our constitution/by-laws. Discussion followed.

An employee contacted Jeanette inquiring about having a petition against the "green space" at the general meeting. The board felt it would not be appropriate to have this at the general meeting.

Foundation: Kathy reported the foundation is going to establish criteria to award scholarships. They are anticipating an increase in applications due to funding reductions from Affirmative Action. Application deadlines are February and July.

Hospitality: Michele Strickler reported 67 signed up for October general meeting, with fifteen paying lunches. She has received approximately six phone calls concerning lunch prices. It was explained UNOPA does not profit from the lunches, the Union charges UNOPA.

Membership: Nelvie reported 130 memberships to date. She received a note from Vivian Valentine, Honorary member, extending good wishes to UNOPA.

Nominating: Jeanne reported to please let the committee know of anyone interested in running for an office.

Professional Growth: Jo reported Brown Bag luncheons on October 14, East Campus and October 19, City Campus. Bruce Currin will speak on Employee Rights and RIF. It will be open to everyone.

The SHARP workshop is tentatively set for November 4 and 5. Joe Scott will be the presenter. There was discussion on cost for the workshop. Campus Recreation is hosting the same workshop for free. It was decided there would be a cost to non-members to cover refreshments, workshop materials, etc.

Program: No report.

Publicity: Roddy reported an announcement was to appear in The Scarlet concerning the September general meeting, but did not. She will check with The Scarlet; however, announcements will appear on C-Vis.

Salary Issues: No Report.

UNOPA Notes: October UNOPA Notes deadline is October 14. President Sieber asked Jacques to contact Linda Olson or Mike Riley for articles on Ergonomics.

Ways & Means: Bette reported the order form for selling cookbooks is complete. By using the form, her spouse sold 8 cookbooks at his place of employment. Seven cookbooks were sold at the NEOPA Conference, 98 cookbooks are left. There was discussion on possibly setting up a booth in the Union or inquiring at the bookstore. Bette will contact the Union on this matter.

There are only a few lapel pins left. It was decided not to order until they are needed.

The committee will start working on other fund raising ideas and the raffle at their next meeting.

OLD BUSINESS:

President Sieber reported Jo VanPatten and herself met with Faye Moulton concerning RIF policy. UNOPA is concerned some departments were not following the RIF policy. Faye advised President Sieber to bring it to the Deans & Directors meeting. She would also be willing to attend one of our meetings to answer any questions anyone may have.

Professional growth recognition was also discussed by President Sieber, Jo VanPatten and Faye Moulton. This would include all employees. An ad-hoc committee is needed to propose a draft of criteria for professional growth recognition. Faye Moulton and Bruce Currin would probably be willing to review the draft before forwarding to Dr. Goebel.

UNOPA hosted the NEOPA Fall Conference on October 2, 1993. Eric Jolly was the key-note speaker. It was a very good conference with 72 attending.

Kathy reported ELF is off and running. Anyone interested in helping with parking on game days please call Janet Holtzhauser. The profit is \$250, if all spaces are filled. UAAD is also helping with this fund-raiser. Everyone should have received the flyer on Raising Dough. Anyone interested in helping with the pick-up dates, please contact Kathy.

NEW BUSINESS:

President Sieber sent the comments from the Gender Equity Salary Study to Bruce Currin.

President Sieber reported Lola Young sent a letter to Jackie Fuller, NAEOP president, stating she felt National Conferences were geared to office employees at elementary and high schools and not much emphasis is placed on the "University/College" employees. Jackie suggested UNOPA bring this concern to the Advisory Council and include it as an agenda item at the next annual meeting.

President Sieber attended the September 8 Deans and Directors meeting. E-mail is up and working very well. The Logo policy was discussed. Eric Jolly stated their office receives 22 calls a day on Affirmative Action inquiries. They have received 136 formal complaints with 13 going to the NEOC. There was discussion UNL is a service oriented University.

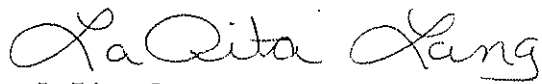
UNOPA will be hosting an open forum with the Chancellors Commission on the Status of Women. This will be a brown bagger.

Roddy reported on recycling. Dale Ekart, Recycling Coordination Consultant is presenting a plan to the Vice Chancellor to begin recycling cardboard and mixed paper on City Campus by mid-October.

ADJOURNMENT:

Meeting adjourned at 1:45 p.m.

Respectfully submitted,


LaRita Lang, Recording Secretary

SPECIAL UNOPA EXECUTIVE BOARD MINUTES
October 15, 1993

DATE AND PLACE:

UNOPA's Executive Board met, October 15, 1993, in the City Campus Union.

CALL TO ORDER:

The meeting was called to order by President Sieber at 12:00 p.m.

ATTENDANCE:

Present:

Jeanne Andelt	Kathy Bennetch	Jeanette Fisher
Shirley Horstman	LaRita Lang	Nelvie Lienemann
Michelle Sieber	Rosemary Sieck	Roddy Spangler
Michele Strickler	Jo VanPatten	Ronda Vietz
Jacque Virts	Sandy Watmore	DaLene Wiess
Rhonda Zugmier		

Absent:

Bette Schernikau

Special Guests:

Rose Frolik	Sandy Lineberry	Lorraine Moon
Sheila Perry	Jan Wassenberg	

President Sieber called a special executive board meeting to address the issue of "service" employees becoming more than associate members.

President Sieber asked all attendees to write down why they joined UNOPA. The majority joined to network and for professional growth.

An open forum followed with anyone stating their feelings concerning "service" employees being more than associate members. Major comments and feelings were as follows:

"Concentrate on Professional Growth"

"If we are representing others on campus, such as service, we need to allow them to vote"

"Felt we were there for all employees"

"Associate membership should pay less membership dues"

"Represents who joins, whoever pays a fee should be able to vote"

"Can't be something to everybody. Define more clearly as to what we are"

"What is our purpose? Help "service" start own organization."

"What does "associate member" exactly mean, and why was it started."

"We do not want to erode the foundation we were built on."

"Employee concerns being a separate entity from UNOPA"

It was discussed that "associate membership" was started for individuals who supported UNOPA and supervisors who want to keep informed on what we are doing. An idea was brought up to have a brown bag to define what UNOPA is. There was much discussion on exactly who we are representing.

Since much of the discussion surrounded who can belong, perhaps we need to add "office environment" to Article III - Membership, Section IV, to clarify who is eligible for active membership.

Rhonda Zugmier made a motion to have President Sieber write letters to key administrators to clarify UNOPA representatives rolls on committees. Seconded by Michele Strickler. Discussion followed. Jeanne Andelt moved to amend Rhonda's motion to clarify UNOPA representatives rolls on committees at the time the request is made. Seconded by Roddy Spangler. **Motion carried.**

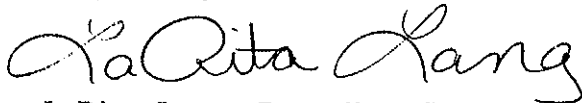
Jacque Virts stated she would consider submitting a motion to change Article II - Objectives, Section 2.

Sandy Lineberry stated to consider changing name to University of Nebraska Office Professionals Association. It was discussed this would help with the service issue.

ADJOURNMENT:

Meeting adjourned at 1:30 p.m.

Respectfully submitted,


LaRita Lang, Recording Secretary

UNOPA EXECUTIVE BOARD MINUTES
NOVEMBER 5, 1993

DATE AND PLACE:

UNOPA's Executive Board met Friday, November 5, 1993 in the Business Services Conference Room.

CALL TO ORDER:

The meeting was called to order by President Sieber at 12:00 p.m.

ATTENDANCE:

Present:

Jeanne Andelt	Kathy Bennetch	Jeanette Fisher
Nelvie Lienemann	Bette Schernikau	Michelle Sieber
Rosemary Sieck	Michele Strickler	Roddy Spangler
Jo VanPatten	Jacque Virts	Sandy Watmore

Absent:

Shirley Horstman	LaRita Lang	Ronda Vietz
DaLene Wiess	Rhonda Zugmier	

APPROVAL OF MINUTES:

Minutes of the October 5, 1993 meeting were approved as printed.

Minutes of the October 15, 1993 special meeting were approved as printed.

COMMUNICATIONS:

President Sieber received a letter from John Goebel regarding the sick leave policy.

President Sieber received a report from Pat Smith regarding the TQM workshop.

ANNOUNCEMENTS:

Upcoming brown baggers:

December 2, City Union and December 3, East Union. Larry Kalkowski will be talking about Violence in the Workplace.

November 17, 11:30 - 1:00, City Union. Panel from the Chancellor's Commission on the Status of Women.

TREASURER'S REPORT:

September 30, 1993 Balance	\$4,432.30
Income	4,618.30
Expenses	<u>465.52</u>
October 31, 1993 Balance	\$8,585.08

Bette Schernikau moved to approve the October 31, 1993, treasurer's report. Seconded by Kathy Bennetch. **Motion carried.**

STANDING COMMITTEES:

Awards: Nine nominations were received for the Floyd S. Oldt Boss of the Year award. All nominees will receive a certificate. Those nominated are: Susan Budler, Dr. Douglas Zatechka, Dr. Donald Gregory, John M. Yohe, Hanna Hess, John A. Schmitz, Sgt. Bill Manning, and Linda L. Murphy.

Sandy Watmore reported eight nominations had been received so far for the Silver Pen Award.

Corresponding Secretary: No report.

Employee Concerns: Over 500 responses to the survey have been received. A survey from UNL Benefits is going to all employees to see what coverage employees have.

Some committee representatives are office/service representatives; not necessarily a UNOPA representative. Jeanette feels these committees should not be under employee concerns.

Send Jeanette any suggestions for additions to our insurance package.

Parking Advisory: A bus shelter is being added on East Campus.

Foundation: Continuing to recruit donors. Getting ready for the first disbursement of awarding stipends to members for classes, books, etc. The committee is setting up guidelines for disbursement of funds.

Hospitality: 98 catered lunches, 150 signed up so far. Michele Strickler strongly suggested that next year the hospitality committee not assign people to tables. It has been a real challenge to get everyone seated the way they requested.

Membership: Nelvie reported 219 members have joined.

Nominating: No report at this time.

Professional Growth: Jo reported the SHARP workshops were very good. A lot of positive comments were received.

PSP plaques will be given to Monie Brownson and LaRita Lang. In the past, it was decided the plaques would read whatever level the member received at that time. Over the years, when people received a PSP and a CEOE both were put on the plaque. It was the consensus of the board, for future plaques the individual be given a choice if they would like to receive a plaque for the first level obtained or wait until they reach their highest level (CEOE possibly). The deadline for submission of PSP applications will be published in *UNOPA Notes*.

Program: President Sieber mentioned it is her understanding by-law changes will

be submitted for the December meeting. There would not be time at the December meeting to discuss by-law changes, have a speaker, and present the Silver Pen awards. It was the consensus of the board, if by-law changes are submitted the changes be presented at the December meeting, but a special meeting be called within the next week for discussion of the by-law changes.

Publicity: The Scarlet will have a photographer at the Bosses' Luncheon. Articles regarding upcoming brown baggers and meetings should be in The Scarlet. It was also noted all brown bagger notices indicate sponsored by UNOPA and that other faculty, staff and students are welcome.

Salary Issues: No report.

UNOPA Notes: The deadline for November newsletter is November 11.

Ways & Means: Bette reported we could set up a display at the unions to sell our cookbooks. The bookstores will also sell them, but they have to charge us a small percentage to sell them. The committee proposed a tupperware book party as a fundraiser. UNOPA would receive 20% of profits. The board had several concerns regarding this fundraiser and working with a tupperware dealer who would also be receiving a portion of the profits. It was the consensus of the board that if the following agreement were reached with the dealer the project might be agreeable: no bookings of parties, books not to indicate the dealers name, the dealer be reimbursed for expenses only with all profit going to UNOPA. Bette will check into this with the dealer and her committee.

UNFINISHED BUSINESS:

Elf Update: Kathy reminded everyone about Raising Dough pickup locations/dates.

NEW BUSINESS:

Deans/Directors Meeting: Michele Strickler attended as the UNOPA representative. Evaluation of supervisors and the university as a service community were two of the topics discussed.

Possible brown baggers: Michele Strickler suggested two brown bag topics: Toastmasters and TQM. She also mentioned the IANR brown baggers that Dr. Omtvedt holds on East Campus. They are open to everyone to attend.

ADJOURNMENT:

Meeting adjourned at 1:45 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rosemary Sieck". The signature is written in dark ink and is positioned below the typed name.

Rosemary Sieck, Treasurer

UNOPA EXECUTIVE BOARD MINUTES
December 7, 1993

DATE AND PLACE:

UNOPA's Executive Board met Tuesday, December 7, 1993, in the East Campus Union.

CALL TO ORDER:

The meeting was called to order by President Sieber at 12:00 p.m.

ATTENDANCE:

Present:

Jeanne Andelt	Jeanette Fisher	Shirley Horstman
LaRita Lang	Nelvie Lienemann	Michelle Sieber
Rosemary Sieck	Roddy Spangler	Michele Strickler
Jo VanPatten	Jacque Virts	Sandy Watmore
Rhonda Zugmier		

ABSENT

Kathy Bennetch	Bette Schernikau	Ronda Vietz
DaLene Wiess		

APPROVAL OF MINUTES:

Minutes of the November 5, 1993, meeting were approved as printed.

COMMUNICATIONS:

President Sieber received a letter of appreciation and thanks from Dr. Doug Zatechka on receiving The Boss of the Year award from UNOPA. It will appear in the next issue of UNOPA Notes.

TREASURER'S REPORT:

Rosemary stated all reimbursement checks from the November luncheon have been sent.

Be sure to put your committee name on all pieces of mail so it can be charged to the right committee.

Michele Strickler asked if committee members could submit bills to the treasurer instead of the director having to submit all of them. Rosemary said this should be fine.

President Sieber spoke with Paul Carlson concerning sales tax. He stated that on lunches we need to pay sales tax because individual members pay for their lunches, but on copying, film processing, printing, etc. we can use our company center number, LXR/98-813-09.

October 31, 1993 balance	\$8,585.08
Income	\$1,926.54
Expenses	\$ <u>941.63</u>
November 30, 1993 balance	\$9,569.99

*Approximately \$3,000 needs to be transferred to ELF.

Rhonda Zugmier moved to approve the November 30 treasurer's report. Seconded by Sandy Watmore. **Motion carried.**

STANDING COMMITTEES:

Awards: Sandy reported Outstanding Staff nomination forms will go out this week. One more judge, a director from City Campus, is still needed.

Eleven nominations were received for Silver Pen Awards, this will be announced at the December meeting. It was a close race this year. The winners will receive free memberships for the rest of this year and all of next year.

Corresponding Secretary: Shirley reported she has sent out the following cards: 6 sympathy, 2 congratulations, 4 get well/thinking of you, and 1 thank-you. She donated the stamps for these cards.

Employee Concerns: Jeanette reported on the following Employee Concerns issues:

Commission on the Status of Women: There was discussion on Master's Week. Bob Bergman spoke on Diversity Training.

Human Resources will host a panel discussion on "What I Value Most in an Employee", on January 24, 1994. The panel will consist of Joan Leitzel, Darrell Nelson, Kunle Ojikutu and Hanna Hess.

Approximately 700 surveys have been received. They are working on the results.

President Sieber received a letter from Linda Arnold, Parking Advisory. If you have any comments concerning the new proposal for zoned parking, please let her know. Linda Arnold and Anne Dumper, UAAD representative, will be setting up a brown bagger with plans for the future of parking.

Linda Pence will be UNOPA's representative for Quality Improvement Action Council. This council will look at trying to make UNL a better service organization.

Foundation: No Report.

Hospitality: Michele Strickler reported approximately 80 signed up for December general meeting, with 25 paying lunches.

Membership: Nelvie reported 224 memberships to date. The committee is calling members who did not renew. Kim Johnson thought she was to get a free membership for selling the most raffle tickets last year. President Sieber suggested contacting Sherry Warren, past director of ways and means. It was discussed there needs to be a better way of keeping track of free memberships.

Nominating: Jeanne reported sometime in January position descriptions will be mailed out so members can decide which office they would like to run for.

Professional Growth: Jo reported her committee will meet this week to discuss plans for the spring workshop and a couple of brown baggers.

LaRita Lang will receive PSP plaque at the December or January meeting.

Program: Rhonda Zugmier reported January 26 is the joint UAAD/UNOPA meeting at the City Union. The speaker is Larry Kalkowski speaking on crime prevention. Sally Flint, UAAD, may change this since there has been alot on this issue lately. The luncheon will be an All American sandwich for \$6.20 plus tax. There will be no head table.

Rhonda Zugmier stated if anyone has ideas to make UNOPA better for next year, please let her know. One idea discussed was combining some committees.

Publicity: Roddy reported an announcement will appear in The Scarlet and C-Vis concerning the December general meeting. A photographer should be there for the award presentation .

Salary Issues: No Report.

UNOPA Notes: December UNOPA Notes deadline is December 16. Due to the holidays there will be no grace period.

Ways & Means: President Sieber reported if anyone has any ideas for fund-raisers please let Bette know. The Tupperware fund-raiser has been dropped. Ways & Means needs to raise approximately \$1,800.00.

OLD BUSINESS:

President Sieber sent all board members a draft copy of a letter from Nancy Myers concerning ELF. This letter would be sent to all UNL staff. President Sieber notified Kathy Bennetch stating UNOPA would be willing to sign it. The letter should be mailed in the near future.

Rosemary reported Raising Dough has been paid. ELF should receive two or three more checks from parking.

NEW BUSINESS:

President Sieber, Rhonda Zugmier, Jeanette Fisher and DaLene Wiess met with Bruce Currin, Faye Moulton and Ronald Ross. The following issues were discussed:

1. If employees are having problems, and aren't sure who to call, call Affirmative Action, they will help or direct you to the right place. An announcement will be made at the general meeting and it will appear in UNOPA Notes.
2. Human Resources is hiring another person in employee relations.

3. A few people are using Family leave. There is going to be some training for supervisors regarding family leave at the state level.
4. Issue of sick leave for family members. Now it's at the department's discretion for use of 5 days. Human Resources doesn't like this. It was suggested one month at department discretion. They are looking at allowing employees to borrow time if sick and vacation leave are exhausted. If this isn't accepted U-wide, it might be UNL wide.
5. UNOPA was only group to respond to Bruce's request to review the methodology concerning Gender Equity Study. They will be checking and upgrading database to include degrees, etc. They will wait until January to do the runs after the new raises are included. Results will be shared with UNOPA.
6. The issue of 75% FTE employees with 100% benefits was discussed. Other campuses have philosophical and financial problems with this. Omaha has 300 of these employees; UNL has 70.
7. Human Resources is working on "the most revolutionary thing we've ever done for employees." "Reengineering the employment relationship." It's not about shrinking. Central Administration introduced the idea. So far it's only done in the private industry. The Board of Regents will preview the idea in January. In January or February Bruce Currin would like to come to a board meeting to see about getting UNOPA's support to do a survey. He again insisted that this is not an effort to look at reducing things at UNL. Goals of this idea:
 1. University culture - everyone feels they are equal.
 2. Communication and Career paths will be looked at.
 3. Career counseling/advancement-use talents of our employees better. Help each person with their personal problems.
 4. Awards system - align needs of UNL with employees (compensation, benefits program)
 5. Equity issue - survey would look at these results. Possibly re-evaluate A - B - C line categories.


The January executive board meeting may be changed to the second Tuesday due to the holidays, President Sieber will notify the board if there is a change.

President Sieber reminded the board about bringing a non-violent, unwrapped toy to the December general meeting for the Friendship Home.

ADJOURNMENT:

Meeting adjourned at 1:30 p.m.

Respectfully submitted,



LaRita Lang, Recording Secretary